



Job Title:	Camp Director, El Ranchito
Department:	Mission Delivery, Program
Reports To:	Program Specialist
Location:	Long Beach, CA
Exemption:	Non-Exempt

Job Summary

The Camp Director (Seasonal) directs GSGLA's El Ranchito Day Camp at the Long Beach Service Center and is responsible for effective overall camp program management within GSGLA guidelines and objectives. The Director will: report to the Council Program Specialist; supervise camp staff employees and volunteers; develop innovative camp program curriculum; communicate program objectives and outcomes to girls, parents, and community partners; ensure the safety of the campers at all times.

Essential Duties and Responsibilities

- Direct the day-to-day operations of El Ranchito Day Camp.
- Manage the camp program to meet objectives and the budgetary accountability of the program.
- Assist the Program Specialist with development of program curriculum and operational procedures for camp programs.
- Communicate any program, facility or staffing concerns/needs with the Program Specialist.
- Train and supervise seasonal camp staff. Evaluate staff performance mid season and at the end of camp.
- Ensure that Girl Scouts and American Camping Association camp standards are maintained.
- Uphold safety in the camp program by conducting safety training with staff and camp attendees.
- Ensure that the site is kept clean, organized, and free of litter
- Assist with securing program arrangements with vendors for camp field trips and programs.
- Evaluate outcomes at end of camp to ensure best practices are captured and improvements for next year are noted.
- Provide Program Specialist with supply lists for crafts and activities.
- Maintains accurate records, including health forms, permission slips, and child release forms and provides timely statistical and activity reports on day camp participants.

Competencies and areas of expertise may include:

Skill, Experience & Education

- One season (6-9 weeks) of administrative or supervisory experience with an organized camp, including recruitment of staff and campers, program development, delivery, and evaluation and camp business and operating procedures.
- Knowledge of California State organized camp laws and American Camp Association standards.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- Strong interpersonal skills; ability to maintain effective relationships with staff and volunteers.
- Ability to remain calm and polite in stressful situations.
- Must be driven, self motivated, and a strong leader to inspire staff and girls.
- Strong interest in working with youth and teens.
- Experience in curriculum development and in developing program collaborations.

- Good computer skills including proficiency in Windows and Office Suite.
- Ability to manage multiple projects and work in a fast paced, changing environment.
- Project management skills to be able to comply with a budget.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively through teams and cross-function task groups.
- Current driver's license; valid auto insurance; reliable transportation;
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree or equivalent experience
- 3-5 years of experience in youth programming
- Knowledge of Girl Scout philosophy, standards, program, and systems.
- Preferred but not required knowledge or experience in archery, low ropes, rock climbing and belay procedures.
- Experience and demonstrated sensitivity in working with people from various ethnic, religious and economic backgrounds.

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.